



**FOREIGN NATIONAL
STUDENT INTERN VACANCY
ANNOUNCEMENT
U.S. DEPARTMENT OF STATE**

Announcement No. STATE-FNSI-59-14

POSITION: Management Intern

OPEN TO: All Honduran and other foreign nationals who are legal resident students of the host country.
(*U.S. citizen students or dual citizen Honduran/U.S. students are not eligible under this program)

OPENING DATE: November 14, 2014

CLOSING DATE: December 5, 2014

WORK HOURS: Minimum 20 hours per week

STARTING DATE: Throughout the year

DURATION: At least 3 months

SALARY: Volunteer, unpaid

*NOTE: U.S. citizen students or dual citizen Honduran/U.S. students are not eligible under this program. The U.S. Department of State sponsors a separate intern program for U.S. citizens. For more information on student programs with the State Department, go to <http://www.careers.state.gov> and click on Student Programs.

The U.S. Embassy is seeking an Intern in the Management Section. This is an unpaid/volunteer internship with no benefits, compensation, or any future employment rights being accrued as a result of an internship. Interns are required to have current medical insurance coverage.

BASIC FUNCTION:

Incumbent is responsible for assisting the Management Section, the Executive Office, and other USG Agencies when needed. Duties include making hotels reservations, organizing files, coordinating events and internal meetings, preparing access requests, setting up conference rooms and escorting visitors; welcoming mid-level visitors who attend events and meetings in the Embassy; and preparing correspondence.

REQUIRED QUALIFICATIONS:

(NOTE: APPLICANTS MUST ADDRESS AND INCLUDE TO THE APPLICATION COPIES OF **ALL REQUIREMENTS LISTED BELOW** AND SUBMIT DOCUMENTATION THAT SUPPORTS THESE REQUIREMENTS, I.E. UNIVERSITY STUDIES. APPLICATIONS WILL NOT BE CONSIDERED IF THESE DOCUMENTS ARE NOT SUBMITTED).

EDUCATION: University Studies in international relations, business, public relations, communications, or related field is required.

LANGUAGE: Level III (Good working knowledge) in English and Level IV (Fluent) in Spanish is required. This will be tested.

SKILLS AND

ABILITIES: Must have excellent interpersonal skills and be able to work as part of a team. Must be tactful, discreet, and possess good judgment. Proficiency in Microsoft Office applications (Word, Outlook and Excel) is required. Must be able to communicate effectively, orally and writing. Must possess strong organizational skills and be able to multi-task.

SELECTION PROCESS:

It is essential that the candidate address the above required qualifications in the application. Those who meet the basic qualifications will be invited to participate in an oral interview.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful internship.
2. Security and medical certifications must be completed before beginning the internship.
3. Must be at least 18 years old.
4. At least two letters of recommendation from professors.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application
2. Statement of Interest form
3. Academic Transcripts

SUBMIT APPLICATION TO:

BY MAIL: Send to the following address: U.S. Embassy, Human Resources Office, Room 335, P.O. Box 3453, Tegucigalpa, Honduras. **IN PERSON:** Hand-carry and deposit in drop box located at the entrance of the U.S. Embassy, Post # 3, Avenida San Carlos. **VIA E-MAIL:** Send to: TGGIntern@state.gov

CLOSING DATE FOR THIS ANNOUNCEMENT: December 5, 2014

The U.S. Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all operations through continuing diversity enhancement programs. The Equal Employment Opportunity (EEO) complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

SEE <http://honduras.usembassy.gov/internships.html> FOR ADDITIONAL INTERSHIP OPPORTUNITIES
